

Aptos/La Selva Fire Protection District

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MINUTES Aptos/La Selva Fire Protection District

Regular Board Meeting

Thursday, April 12, 2018 – 7:00 PM

Administration Office
6934 Soquel Drive
Aptos, California 95003

Welcome to the Aptos/ La Selva Fire Protection District Board meeting. The President of the Board of Directors will invite your comments regarding any item listed on our open session agenda. The President may request that comments be limited to three (3) minutes for any item NOT listed on the agenda. The Brown Act prohibits the Fire Board from taking any action not listed on the agenda. Agenda material is available on the District's website www.aptosfire.com and at the District's Administrative Office during business hours.

1.0 ROLL CALL ABENDSCHAN, FOSTER, HURLEY, LUCCHESI, SPISAK

2.0 PLEDGE OF ALLEGIANCE

President Foster called the meeting to order at 7:02 p.m., and asked everyone in attendance to join him in saluting the flag. In attendance were Directors Abendschan, Hurley and Lucchesi, as well as Interim Chief Prince. Director Spisak was absent.

3.0 COMMUNICATIONS FROM/TO BOARD MEMBERS & PUBLIC

3.1 ORAL COMMUNICATIONS:

This time is set-aside for members of the public to address the board on any item NOT on the agenda, which is within the subject matter jurisdiction of the board. No action or discussion shall be taken on any item presented except that any board member may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to the board will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any board member may place matters brought up under oral communications on a future agenda.

Becky Steinbruner addressed the Board, mentioning that while she doesn't live in the District, she drives through it daily; thanked the Board and staff for all their good work; advised that she had difficulty locating the Board Packet and Agenda for this meeting, and recommended having a direct link for each meeting; advised that she is a member of the Santa Cruz Fire Safe Council and that they had met this date, with the next meeting being April 26, 2018 at 2 p.m. at the Cal Fire station in Felton, and encouraged everyone to attend; recommended that the District consider participating in a free chipping program with Cal Fire; thanked Chief Dirksen for listening to her suggestions regarding the Aptos Village project, and noted that she has seen that the LE100's had started.

Calvin Hon addressed the Board, and thanked Chief Prince for his service with the District, and advised that he would be missed.

Interim Chief Prince acknowledged the article Captain Peters wrote for the *Aptos Times* regarding defensible space.

3.2 WRITTEN COMMUNICATIONS

President Foster made mention of the "very robust" communications in the Board packet.

Director Hurley voiced some concerns regarding the Regional 911 Report, noting the delays in the page out for more serious calls; and, asked if the new Chief should dig deeper into this matter, or whether it might help for someone from Regional 911 to have a sit down with the Board members.

Chief Prince advised that the District is doing an internal review; advised that this matter will be on the new Chief's radar; advised that for about a month or a month and a half, the District has been sending daily logs to the crews regarding response times; advised that once the mobile data computers are up and running, the District will have a better capability to monitor their own response times; advised that the internal auditing of response times will heighten awareness.

Director Abendschan inquired who was receiving the daily internal reports, and Chief Cullen advised the Captains received them daily. Director Abendschan suggested that in six months, the Board should receive a summary of the daily reports.

4.0 CONSENT AGENDA

- 4.1 MOTION TO ACCEPT AND FILE THE MINUTES OF THE REGULAR MEETING OF MARCH 8, 2018 (Recommended by Board Secretary New).
- 4.2 MOTION TO APPROVE CLAIMS DISBURSEMENTS FOR MARCH 1, 2018 THROUGH MARCH 31, 2018 (Recommended by Director of Business Services New).
- 4.3 MOTION TO ACCEPT AND FILE THE EZ ONE GENERAL LEDGER REPORTS FOR THE PRIOR MONTH-END (Recommended by Director of Business Services New).
- 4.4 MOTION TO APPROVE A DISBURSEMENT TO SANTA CRUZ COUNTY AUDITOR-CONTROLLER'S OFFICE IN THE AMOUNT OF \$101,675.00 FOR 2017-18 PROPERTY

TAX ADMINISTRATION SERVICES (Recommended by Director of Business Services New).

- 4.5 MOTION TO APPROVE “INTERGOVERNMENTAL AGREEMENT FOR MOTOR VEHICLE REPAIRS MASTER CONTRACT BETWEEN CENTRAL FIRE PROTECTION DISTRICT (“CENTRAL”), A CALIFORNIA SPECIAL FIRE PROTECTION DISTRICT, AND APTOS/LA SELVA FIRE PROTECTION DISTRICT (“OWNER”), A DULY FORMED GOVERNMENTAL ENTITY UNDER THE LAWS OF THE STATE OF CALIFORNIA. (Recommended by Director of Business Services New).
- 4.6 PUBLIC COMMENT ON CONSENT AGENDA ITEMS?

Paul Vitali addressed the Board, advising that he was unable to locate the draft Minutes for the last Board meeting on the District website.

Director Hurley made a motion to approve Items 4.1 through 4.5. the motion was seconded by Director Abendschan.

The motion passed with 4-Ayes; Director Spisak was absent.

5.0 ITEMS REMOVED FROM CONSENT AGENDA

There were none.

6.0 NEW BUSINESS

- 6.1 DISCUSSION OF CALPERS SAFETY AND MISCELLANEOUS PENSION PLAN AND OTHER POST EMPLOYMENT BENEFITS (OPEB) UNFUNDED LIABILITIES (Recommended by Director Abendschan)

Director Abendschan recommended that the Board get together and discuss the liabilities issue; advised that Santa Cruz and Watsonville have already expressed concerns about the costs doubling, and advised that the District needs to prepare for the potential doubling. President Foster suggested having a study session similar to how the District handled the Master Plan, and it was agreed that would be a good idea for after the Preliminary Budget is out in May. Ms. New advised that one of the key components of fiscal responsibility is prudent management of long-term liabilities, and provided an overview of the District’s long-term liabilities: Defined Benefit Pension Plan which is administered by CalPERS (net Pension Liability as of June 30, 2017, \$15,944.06), Other Post Employment Benefit (OPEB) plan obligations – retiree health (OPEB Unfunded Actuarial Accrued Liability (UAAL) as of June 30, 2017, \$819,000), and Accrued Compensated Absences (accumulated sick and vacation payouts as of June 30, 2017, \$730,173).

- 6.2 MOTION TO APPROVE THE WEED ABATEMENT SERVICES AGREEMENT WITH ECOLOGICAL CONCERNS INCORPORATED AND TO AUTHORIZE THE FIRE CHIEF TO SIGN THE AGREEMENT (Recommended by Interim Fire Chief Prince).

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Chief Dirksen advised that there was no contractor last year; this year the District received only one bid; advised that he met with the owner of Ecological Concerns – that it is a local company – they have 26 employees – that it was recently founded – and, that they work with other state and local agencies – and, that they can be used for other fuel mitigation besides weeds; advised that the District has approximately 170 vacant parcels; advised that notices were sent out in April to the owners, and that they have 30 days to do their weed abatement; advised that the District will verify that the abatement has occurred; advised that most owners to comply, while some contact the District and ask that the District have the weeds abated and the District then adds the charge to the property owner's tax bill; and, advised that the weed abatement process is usually wrapped up by June 30th.

Director Abendschan made a motion to approve the Services Agreement with Ecological Concerns Incorporated, and to authorize the Fire Chief to sign the Agreement. The motion was seconded by Director Lucchesi.

The motion passed with 4-Ayes; Director Spisak was absent.

6.3 DISCUSSION AND APPROPRIATE MOTION REGARDING MANAGEMENT PARTNERS CONTRACT FOR CONSULTING SERVICES (Recommended by Board President Foster).

Interim Chief Prince advised that the Interim Fire Services contract expires in about a week; and, advised that should the need arise, he recommended the Board approve the continuation of the Management Partners Contract for Consulting Services should the need arise. President Foster advised that he believed it was a good idea. Director Abendschan inquired who would authorize the payments to the company, and Interim Chief Prince advised that while it had been President Foster in the past, that it would be the new Fire Chief.

Director Hurley made a motion to approve the renewal of the Management Partners Contract for Consulting Services. The motion was seconded by Director Abendschan.

The motion passed with 4-Ayes; Director Spisak was absent.

6.4 DISCUSSION AND APPROPRIATE MOTION REGARDING BATTALION CHIEF AND DIVISION CHIEF AGREEMENT FOR SERVICES WITH CENTRAL FIRE PROTECTION DISTRICT (Recommended by Interim Fire Chief Prince).

Interim Chief Prince gave a brief overview of the proposed Agreement; advised that Central's Board of Directors had approved the Agreement at their Board meeting Tuesday, April 10, 2018; advised that the anticipated start date was May 1, 2018, and the duration of the trial was 90 days; advised that a scope of services was listed in Exhibit A; advised that there was no money being exchanged; advised that the Agreement would provide a more rapid response after hours, and will provide a larger pool of resources, especially if there are two incidents at about the same time; and, suggested that the Districts had already been working together and that this was a pathway to a more formal agreement down the road should the trial present a snapshot of improvements in services.

Director Hurley inquired about the issue of compensation and read from the Chief Officers MOU – page 8 – Recognition and Compensation – advising that he felt the compensation would remain the same, but the workload for the Division Chiefs was being reduced; advised that he was opposed to the second paragraph of Exhibit A regarding use of an Acting Battalion Chief; and, stated that he had a hard time hearing that Central staff are more qualified than Aptos; and, suggested an amendment stating that if Central is not staffed with a Battalion Chief, that Aptos be first out.

Discussion ensued to include the fact that the two departments have in essence already been sharing services and Central has, on occasion, rolled in as the O3 duty chief assigned for the day; that this trial legitimizes what the District had already been doing with Central; that a good relationship with Central already exists; whether the new Chief was aware of the proposed agreement, and apparently he is aware; that the two Boards would receive monthly reports regarding the trial; suggestions that other things may come up during the trial that need to be addressed, and that if the Agreement becomes something permanent, that the items that arose can/will be included in the new Agreement; the possibility of an amendment versus not approving the Agreement, resume discussions with Central and that the revised agreement would then have to go through the two Boards and would hold up the process until at least June; that Aptos does not have a succession plan at this time – there are no Acting Division Chiefs - that the proposed Agreement would be a good way to get on-the-job training; and, should the need arise, whether the trial could be stopped at any time. Captain Wingert and Chief Dirksen advised that they supported the trial Agreement, as did a member of the public – Paul Vitali. Interim Chief Prince advised that he was confident that the trial was worth a try.

Director Hurley made a motion to approve the Agreement with paragraph 2 on Exhibit A removed. The motion was seconded by Director Abendschan. The motion didn't carry; Directors Hurley and Abendschan voted yes, and President Foster and Director Lucchesi voted no.

Discussion ensued regarding possible other wording, and there was a consensus that a memo was to be prepared by Interim Chief Prince, dated effective May 1, 2018, that if there was an Acting Battalion Chief, that Aptos would be primary.

Director Lucchesi made a motion to approve the Battalion Chief and Division Chief Agreement for Services with Central Fire Protection District. The motion was seconded by Director Abendschan.

The motion passed with 4-Ayes; Director Spisak was absent.

7.0 STANDING REPORTS

7.1 BOARD OVERSIGHT INQUIRY: Any Board Member may request that staff report on the status of operational or administrative activities or programs.

There was no discussion or comment(s).

7.2 DISCUSSION OF DISTRICT-WIDE EXTERNAL COMMUNICATIONS TO THE COMMUNITY (Recommended by Board President Foster).

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President Foster advised that there had been a meeting on February 28, 2018.

Sarah Melton recommended that hyperlinks could be added to the District's website, and that a subpage for past agendas and Minutes could be added as well.

7.3 FIRE CHIEF'S REPORT – By Interim Fire Chief Prince regarding various operational and administrative matters.

Interim Chief Prince advised that at the Chamber breakfast that morning, he was presented with a plaque, and that he appreciated it; advised that during the past month, the Fire Chief Contract Negotiations AdHoc Committee had been meeting and working with the finalist, Mr. Aaron Lowe, on a multi-year employment contract; advised that the Committee had secured an agreement with Mr. Lowe, that will be discussed in Closed Session this evening; advised that if the Board approves the contract, that Mr. Lowe will begin work as the next Fire Chief on April 23, 2018; advised that the Committee met with the Chief Officers Association and Captain Will Wingert, representing Local 3535, aimed at reviewing the AdHoc Committee's research and ultimate decision to recommend Mr. Lowe for the Fire Chief position, and advised that he believed that the discussions were well received and much appreciated; advised that the 90-day trial period for shared duty coverage with Central Fire Protection District is scheduled to commence on May 1, 2018, subject to the Board's approval of the letter of agreement to be discussed later at this meeting; advised that March 22, 2018, the EMSIA Board met to discuss the joint power authority's role in providing EMS quality assurance services for all the fire agencies in the County; advised that Scott Vahradian, EMS Chief assigned as the Q.A. Manager for the agencies, presented his accomplishments and priorities for the past year, as well as his proposed goals and objectives for the current year; advised that the Fire Chiefs all agreed that a more focused effort (as presented) on ensuring that all field personnel are prepared to provide optimal medical care via an increase in evaluating and supporting clinical care, will be the primary work product for him moving forward; advised that the refocus is going to require a higher level of participation from each agency to handle routine issues such as medic recertification logistics, narcotics tracking and security, late or missing patient care records, etc.; advised that the District is currently analyzing the EMS Chief's need for clerical support, which will be at a cost to be split between all the agencies, as well as the possibility of utilizing a local EMS training firm to provide the latest American Heart Association certifications for all fire-based medics during this next fiscal year; advised that the training would include a "train-the-trainer" component so that the future AHA certification could be provided to the District's medics on an in-house basis; advised that on March 2, 2018, the Labor/Management AdHoc Committee convened for the second time, that the meetings continue to be well received, and that the primary focus has been on a new Fire Chief, succession planning strategies, response times, and daily incident logs; advised that Division Chief Skrabak will be presenting a new plan to develop chief officer candidates in preparation for future promotional opportunities; and, advised that February 28, 2018, five members of the Community Relations AdHoc Committee came together for a second meeting of the group and they discussed community communications ideas and improvements, to include improved transparency of the District's actions and activities, improvements to the District's website, and prioritization of a comprehensive list of possible community outreach strategies and techniques and action plan to implementation of the achievable ideas.

Director Hurley spoke regarding his appreciation of Chief Prince, which was duplicated by the remainder of the Board.

7.4 REPORT FROM FIREFIGHTERS' LOCAL 3535

Captain Will Wingert addressed the Board on behalf of Local 3535, advising that the Local was appreciated the Board reaching out and including them in the recruitment process of the new Chief; advised that the District is working diligently on a succession plan due to the fact that within two to four years, that 2/3rds of the current staff will be retiring; advised that Central has acting Battalion Chiefs because they have a successful succession plan; and, advised that he believed the District was getting a lot done with the use of the AdHoc Committees.

7.5 REPORT FROM CHIEF OFFICERS' ASSOCIATION

On behalf of the Chief Officers' Association, Chief Dirksen addressed the Board, thanking them for their bravery and vision to bring in Chief Prince; and, he went on to thank Chief Prince for his honesty, integrity, leadership, mentorship, and for being a stabilizing force for the District.

7.6 ACCEPT AND FILE DIVISION CHIEF OF TRAINING REPORT

Chief Dirksen advised that Stephanie Barnes will be starting April 16, 2018, as the Fire Inspector that will be shared with Central; advised that he was recommending that the two District add an additional Inspector to do plan checks – advised that there was a second candidate that had such skills, but he would need to see if she was still available, and would provide further information at the May meeting; and, advised that the Station 1 remodel is underway and it is anticipated that it will be completed by the end of May.

7.7 ACCEPT AND FILE DIVISION CHIEF OF PREVENTION REPORT

7.8 ACCEPT AND FILE DIVISION CHIEF OF OPERATIONS REPORT

7.9 ACCEPT AND FILE DIRECTOR OF BUSINESS SERVICES REPORT

8.0 CLOSED SESSION

8.1 This is the time for members of the public to speak to the Board on items on the Closed Session agenda. Public comments will only be heard on matters itemized on the Closed Session agenda at this time. The Board will not address any comments but will instead recess into Closed Session.

There was no comment from the public.

8.2 PUBLIC EMPLOYMENT

In accordance with California Government Code Section 54957.b.1
Title: Fire Chief

8.3 PUBLIC EMPLOYMENT

In accordance with California Government Code Section 54957.b.1
Title: Fire Inspector

8.4 CONFERENCE WITH LABOR NEGOTIATORS

In accordance with Section 54957.6
Agency designated representatives: President Foster and Director Lucchesi
Unrepresented Employee: Director of Business Services

President Foster moved the meeting to Closed Session at 8:42 p.m.

9.0 RETURN FROM CLOSED SESSION

9.1 MOTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING WITH THE FIRE CHIEF (Recommended by Board President Foster).

9.2 MOTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING WITH THE FIRE INSPECTOR (Recommended by Interim Fire Chief Prince).

9.3 MOTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING WITH THE DIRECTOR OF BUSINESS SERVICES (Recommended by Board President Foster).

When the Board resumed to Open Session, the only member of the public present was Paul Vitali.

President Foster moved the meeting to Open Session at 9:14 p.m., and advised that with respect to Item 9.1, the Board discussed the Memorandum of Understanding with the Fire Chief, and the starting salary will be \$190,000; the initial term will be for three years, with a two year extended term clause; after being a member in good standing for three years, there will be an eligibility for a longevity lump sum bonus of up to 5% of the annual salary; after five years, there will be an eligibility for a longevity bonus of up to 5% of annual salary (one time lump sum); and, that the Fire Chief will receive the same benefits with respect to retirement, health insurance, etc., as offered to the Chief Officers' Association members.

Director Hurley made a motion to approve the Memorandum of Understanding with the Fire Chief. The motion was seconded by Director Lucchesi.

The motion passed with 4-Ayes; Director Spisak was absent.

Director Abendschan made a motion to approve the Memorandum of Understanding with the Fire Inspector (Item 9.2). The motion was seconded by Director Hurley.

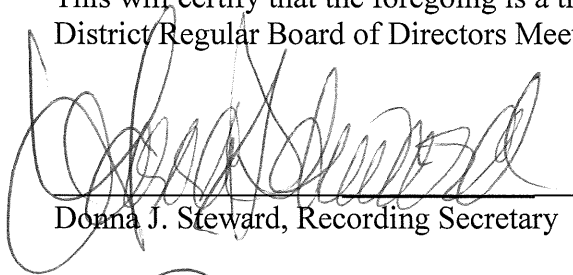
The motion passed with 4-Ayes; Director Spisak was absent.

President Foster advised that there was no reportable action on Item 9.3, Motion to Approve Memorandum of Understanding with the Director of Business Services.

10.0 ADJOURN MEETING

The meeting was adjourned at 9:18 p.m.

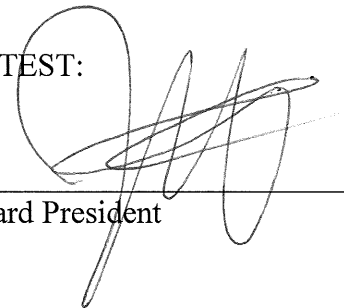
This will certify that the foregoing is a true copy of the discussions during the Aptos Fire Protection District Regular Board of Directors Meeting held on April 12, 2018, as prepared by me.



Donna J. Steward, Recording Secretary

Dated: 5/10/18

ATTEST:



Board President

Dated: 5/10/18